

CHAPTER 27

NEW JERSEY STATE BOARD OF ARCHITECTS

Authority

N.J.S.A. 45:3-1 et seq.,
specifically 45:3-3; 45:3-31 et seq.

Source and Effective Date

R.2005 d.303, effective August 11, 2005.
Sec: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Chapter Expiration Date

Chapter 27, New Jersey State Board of Architects, expires on August 11, 2010.

Chapter Historical Note

Chapter 27, New Jersey State Board of Architects, was adopted and became effective prior to September 1, 1969.

Pursuant to Executive Order No. 66(1978), Chapter 27, New Jersey State Board of Architects, was readopted as R.1990 d.165, effective February 20, 1990. See: 22 N.J.R. 18(a), 22 N.J.R. 974(a).

Subchapter 3, Scope of Architectural Services, was adopted as R.1994 d.169, effective April 4, 1994. See: 25 N.J.R. 5439(a), 26 N.J.R. 1517(a).

Chapter 27, New Jersey State Board of Architects, was repealed and Chapter 27, New Jersey State Board of Architects, was adopted as new rules by R.1995 d.101, effective February 21, 1995. See: 26 N.J.R. 4952(a), 27 N.J.R. 716(a).

Pursuant to Executive Order No. 66(1978), Chapter 27, New Jersey State Board of Architects, was readopted as R.2000 d.103, effective February 18, 2000. See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

Subchapter 4A, Continuing Education, was adopted as new rules by R.2000 d.135, effective April 3, 2000. See: 31 N.J.R. 1893(a), 32 N.J.R. 1217(a).

Subchapter 7A, Design Build Contracts, was adopted as new rules by R.2001 d.305, effective August 20, 2001. See: 33 N.J.R. 1858(a), 33 N.J.R. 2815(a).

Chapter 27, New Jersey State Board of Architects, was readopted by R.2005 d.303, effective August 11, 2005. See: Source and Effective Date. See, also, section annotations.

Subchapter 9, Interior Design Examination and Evaluation Committee; Certification of Interior Designers; Certified Interior Designer Standards of Practice, was adopted as new rules by R.2006 d.172, effective May 15, 2006. See: 37 N.J.R. 3548(a), 38 N.J.R. 2167(a).

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SUBCHAPTER 1. PURPOSE AND SCOPE

13:27-1.1 Purpose

The purpose of this chapter is to regulate the practice of architecture in the State of New Jersey pursuant to N.J.S.A. 45:3-1.

Amended by R.2000 d.103, effective March 20, 2000.
See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).
Rewrote the section.

13:27-1.2 Scope

This chapter shall apply to all applicants seeking licensure as an architect and all licensees practicing architecture in the State of New Jersey.

Amended by R.2000 d.103, effective March 20, 2000.
See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).
Rewrote the section.

SUBCHAPTER 2. ADMINISTRATION

13:27-2.1 Establishing Board name

In accordance with P.L. 1902, c.29, p. 54 as amended and supplemented (N.J.S.A. 45:3-1 et seq.) the name of this Board shall be the New Jersey State Board of Architects.

13:27-2.2 Office location

The offices of the Board are located at 124 Halsey Street, PO Box 45001, Newark, New Jersey 07101.

Case Notes

Engineer's designing of duplex held not an "engineering project" within exception to architect's licensing statute. State Bd. of Architects v. North, 197 N.J.Super 349, 484 A.2d 1297 (Ch.Div.1984).

13:27-2.3 Meetings of Board; quorum

(a) The Board shall hold an annual meeting at the Board office in July of each year.

(b) The meetings of the Board shall be held as scheduled and notice thereof shall be filed in accordance with the Open Public Meetings Act (P.L. 1975, c.231).

(c) A majority of the appointed membership of the Board shall constitute a quorum (N.J.S.A. 45:1-2.2(d)).

(d) Chronic absence and/or lack of participation by a member in Board activities, as documented by Board records, may be the basis for the submission of a request for replacement to the appropriate authority, as determined by a majority vote of the Board.

Registered Landscape Architect
Professional Landscape Architect
DESCRIPTIONS OF SERVICES

Landscape Architecture
Landscape Architectural Design
Landscape Architectural Construction
Landscape Architectural Planting Design
Landscape Architectural Service

(b) The titles and descriptions listed in (a) above are not meant to be all-inclusive.

Amended by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Deleted former (a); recodified former (b) as (a) and rewrote section; recodified former (c) as (b) and rewrote section.

13:27-8.21 Fees

(a) The following fees shall be charged by the New Jersey State Board of Architects for Landscape Architect Certification matters. Unless otherwise provided herein, all fees are non-refundable.

1.	Application Fee	\$ 125.00
2.	Examination fee for the New Jersey Examination when Board administered	100.00
3.	Initial Certification Fee (including seal press)	
	i. If paid during the first year of a biennial renewal period	160.00
	ii. If paid during the second year of a biennial renewal period	80.00
4.	Biennial Renewal Fee—Active Status	160.00
5.	Biennial Renewal Fee—Inactive Status	(To be determined by the Director by rule)
6.	Late Fee	50.00
7.	Reinstatement Fee	100.00
8.	Replacement or duplicate certificate fee	25.00
9.	Replacement seal press	40.00
10.	Verification of Certification	25.00

Amended by R.2005 d.303, effective September 6, 2005

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Increased the examination fee in 2, increased biennial renewal fee in 4 and made it "active status", added 5, redesignated former 5 and 6 as 6 and 7, deleted former 7 relating to reciprocity fee, and added "Replacement or" in 8.

13:27-8.22 Notification of change of address; service of process

(a) Certified landscape architects shall notify the Board in writing of any change from the address currently registered with the Board and shown on the most recently issued certificate. Such notice shall be sent to the Board by certified mail, return receipt requested, no later than 30 days following

the change of address. Failure to notify the Board of any change of address may result in disciplinary action.

(b) Service of an administrative complaint or other Board-initiated action at a certificate holder's address on file with the Board shall be deemed adequate notice when service by certified or regular mail is acceptable and shall allow the commencement of any disciplinary proceedings.

Amended by R.2000 d.103, effective March 20, 2000.

See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

In (b), substituted "certificate holder's" for "licensee's" following "action at a".

Amended by R.2005 d.303, effective September 6, 2005

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

In (a), substituted "Certified landscape" for "Landscape" preceding "architects" and deleted "in accordance with N.J.S.A. 45:1-21(h)" at the end of paragraph; rewrote (b).

SUBCHAPTER 9. INTERIOR DESIGN EXAMINATION AND EVALUATION COMMITTEE; CERTIFICATION OF INTERIOR DESIGNERS; CERTIFIED INTERIOR DESIGNER STANDARDS OF PRACTICE

13:27-9.1 Purpose and scope

(a) The rules in this subchapter are intended to protect the health and safety of the public through certification of interior designers pursuant to N.J.S.A. 45:3-31 et seq.

(b) This subchapter prescribes standards for interior designer certification and for the renewal, suspension or revocation of that certification.

13:27-9.2 Definitions

The following words and terms, when used in this subchapter, shall have the following meanings unless the context clearly indicates otherwise.

"Board" means the New Jersey State Board of Architects.

"Certified interior designer" means an individual who through education, training, and experience is skilled in interior design services for commercial and residential spaces and is certified by the Board and holds a current, valid certificate.

"Committee" means the Interior Design Examination and Evaluation Committee.

"Interior design services" means the rendering or offering to render services, for a fee or other valuable consideration, in the preparation and administration of interior design documents, including, but not limited to, drawings, schedules and specifications which pertain to the design intent and planning of interior spaces, including furnishings, layouts, non-load bearing partitions, fixtures, cabinetry, lighting location and type, outlet location and type, switch location and type, finishes, materials and interior construction not

materially related to or materially affecting the building systems, in accordance with applicable laws, codes, regulations and standards.

13:27-9.3 Office of the Committee

The office of the Committee shall be that which is maintained by the Board pursuant to N.J.A.C. 13:27-2.2, Administration, under the supervision of the person selected to serve as executive director.

13:27-9.4 Application for initial certification by examination

(a) An applicant for initial certification as a certified interior designer shall:

1. Submit a completed application provided by the Board;
2. Successfully complete the National Council on Interior Design Qualification (NCIDQ) examination which may have been passed at any time prior to application. An applicant may apply to the Committee prior to taking the examination;
3. Pay the initial certification fee as set forth in N.J.A.C. 13:27-9.17;
4. Demonstrate good moral character by furnishing three personal references, two from individuals who have known the applicant for at least five years and one from a State certified or licensed design professional, such as an interior designer, architect or professional engineer, who has first hand experience of the applicant's work. No individual providing a reference shall be related to the applicant. The applicant shall be responsible for ensuring that the Board receives these references; and
5. Provide proof of one of the following combinations of education and experience demonstrating that the applicant:
 - i. Is a graduate of a five-year interior design program accredited by the Council for Interior Design Accreditation (CIDA) or a substantially equivalent program approved by the Committee pursuant to (e) below and has completed at least one year of diversified interior design services experience;
 - ii. Is a graduate of a four-year interior design program accredited by CIDA or a substantially equivalent program approved by the Committee pursuant to (e) below and has completed at least two years of diversified interior design services experience;
 - iii. Has completed at least three years of an interior design program accredited by CIDA or a substantially equivalent program approved by the Committee pursuant to (e) below which shall be demonstrated by the successful completion of at least 90 semester credits or their equivalent of which at least 60 semester credits or

their equivalent shall be in interior design related course work and has completed at least three years of diversified interior design services experience; or

iv. Is a graduate of a two-year interior design program accredited by CIDA or a substantially equivalent program approved by the Committee pursuant to (e) below and has completed four years of diversified interior design services experience.

(b) If the applicant applies to the Committee prior to taking the examination and meets all the other requirements for certification under this section, the Board shall submit the applicant's name to take the NCIDQ examination.

(c) For the purposes of this section, the Committee shall only consider experience that the applicant achieved after the successful completion of at least 40 semester credits or their equivalent in interior design related course work in the applicant's respective educational program.

(d) For the purposes of this section, any educational program accredited by CIDA shall be deemed an approved program.

(e) An applicant for certification as an interior designer who is a graduate of a school or program not accredited by CIDA shall provide to the Committee an official transcript of his or her courses, a true and accurate course description for each of the interior design courses for which the candidate is seeking credit toward certification and/or other such documentation that is requested by the Committee. The Committee, in its consideration of the academic program, shall compare the degree to the standards promulgated by CIDA. Thereafter, the Committee may require the candidate to appear before the Committee for a personal interview and to present representative samples of his or her interior design work.

(f) On receipt of the completed application form, fee and all required documentation, the Board shall refer the application to the Committee for evaluation and approval.

(g) The Committee shall refer to the Board for approval or denial, as it may be appropriate, all applications with the Committee's recommendations after the Committee has completed its evaluation of the application.

(h) The Committee shall keep a record of its proceedings and a record of all applicants for certification, showing for each the date of application, name, age, education, and other qualifications, place of practice and place of residence, and whether the applicant was rejected or a certificate granted, and the date of that action.

13:27-9.5 Certification without written examination (grandfathering)

(a) Upon submission of a completed application provided by the Board for certification as a certified interior designer and payment of the application fee set forth in N.J.A.C.

13:27-9.17 and after review and recommendation by the Committee, the Board shall issue, without written examination, a certificate to any person who applies for certification by April 27, 2007, was a resident of this State on October 22, 2002, and:

1. Has completed at least 17,500 hours of diversified professional experience in interior design during a period of at least 10 years preceding October 22, 2002. For purposes of this paragraph, "diversified professional experience in interior design" means the preparation and administration, in accordance with applicable laws, codes, regulations and standards, of interior design documents including, but not limited to, drawings, schedules and specifications pertaining to the design intent and planning of interior spaces which shall include:

- i. Furnishings,
- ii. Layouts,
- iii. Non-load bearing partitions,
- iv. Fixtures,
- v. Cabinetry,
- vi. Lighting location and type,
- vii. Outlet location and type,
- viii. Switch location and type,
- ix. Finishes,
- x. Materials, and
- xi. Interior construction not materially related to or materially affecting the building systems;

2. Demonstrates good moral character by furnishing three personal references, two from individuals who have known the applicant for at least five years and one from a State certified or licensed design professional, such as an interior designer, architect or professional engineer, who has first hand experience of the applicant's work. No individual providing a reference shall be related to the applicant. The applicant shall be responsible for ensuring that the Board receives these references; and

3. Pays the initial certification fee set forth in N.J.A.C. 13:27-9.17.

(b) The Committee may request additional documentation as it believes necessary, including, but not limited to, drawings, schedules and specifications prepared by the applicant, to verify the information contained in the application.

Administrative change.
See: 38 N.J.R. 2834(c).

13:27-9.6 Biennial certification renewal; certificate suspension; reinstatement of suspended certificate; inactive status

(a) All certificates issued by the Board shall be issued for a two-year biennial certification period. A certificate holder who seeks renewal of the certificate shall submit a completed renewal application, a statement that the certificate holder has successfully completed the continuing education requirement pursuant to N.J.A.C. 13:27-9.10 and the renewal fee as set forth in N.J.A.C. 13:27-9.17 prior to the expiration date of the certificate.

(b) The Board shall send a notice of renewal to each certificate holder at the address registered with the Board at least 60 days prior to the expiration of the certificate. If the notice to renew is not sent at least 60 days prior to the expiration date, no monetary penalties or fines shall apply to the certificate holder for failure to renew.

(c) If a certificate holder does not renew the certificate prior to its expiration date, the certificate holder may renew the certificate within 30 days of its expiration by submitting a renewal application, a statement that the certificate holder has successfully completed the continuing education requirement pursuant to N.J.A.C. 13:27-9.10, a renewal fee and a late fee, as set forth in N.J.A.C. 13:27-9.17. During this 30-day period, the certificate shall be valid, and the certificate holder shall not be deemed to be engaged in unauthorized practice.

(d) A certificate that is not renewed within 30 days of its expiration shall be automatically suspended. An individual who holds himself or herself out as a certified interior designer with a suspended certificate shall be in violation of N.J.A.C. 13:27-9.15.

(e) A certificate holder whose certificate has been automatically suspended for five years or less for failure to renew pursuant to (d) above may be reinstated by the Committee upon completion of the following:

1. Payment of the reinstatement fee and all past delinquent biennial renewal fees pursuant to N.J.A.C. 13:27-9.17;

2. Submission of proof of completion of the continuing education credits required for each biennial registration period for which the certificate was suspended; and

3. Submission of an affidavit of employment listing each job held during the period of suspended certificate which includes the name, address, and telephone number of each employer.

(f) In addition to fulfilling the requirements set forth in (e) above, a certificate holder whose certificate has been automatically suspended for more than five years who wishes to return to practice shall reapply for certification and shall demonstrate that he or she has maintained proficiency. An applicant who fails to demonstrate to the satisfaction of the Committee that he or she has maintained proficiency while

suspended may be subject to an examination or other requirements as determined by the Committee prior to reinstatement of his or her certificate.

(g) Renewal applications shall provide the certificate holder with the option of either active or inactive status. A certificate holder electing inactive status shall pay the inactive certification fee set forth in N.J.A.C. 13:27-9.17 and shall not hold himself or herself out as a certified interior designer.

13:27-9.7 Change of certification status: inactive to active

(a) A certificate holder who elected to be placed on inactive status and who has been on inactive status for five years or less may have that certificate reinstated by the Board upon completion of the following:

1. Payment of the biennial renewal fee and reinstatement fee pursuant to N.J.A.C. 13:27-9.17;
2. Submission of proof of completion of the continuing education credits required for each biennial certification period for which the certificate holder was on inactive status; and
3. Submission of an affidavit of employment listing each job held during the period the certificate was on inactive status which includes the name, address, and telephone number of each employer.

(b) In addition to fulfilling the requirements set forth in (a) above, a certificate holder who has been on inactive status for more than five years who wishes to return to active status shall reapply for certification and shall demonstrate that he or she has maintained proficiency. An applicant who fails to demonstrate to the satisfaction of the Committee that he or she has maintained proficiency while on inactive status may be subject to an examination or other requirements as determined by the Committee prior to reinstatement of his or her certificate.

13:27-9.8 Display of certificate; signature; title block

(a) A certified interior designer shall prominently display:

1. The original certificate or a duplicate certificate issued by the Board showing the current biennial certification period at each place of business or employment; and
2. The certified interior designer's certification number on all advertisements distributed within this State in a manner consistent with N.J.A.C. 13:27-9.14(n).

(b) All interior design documents prepared by the certified interior designer shall be signed on the original with the personal signature of the certified interior designer.

(c) A certified interior designer shall provide the following information in a title block, which shall be placed on all interior design documents prepared by the certified interior designer and shall appear legible and clearly reproducible:

1. The full name of the certified interior designer as it appears on the certificate issued by the Board;
2. The signature of the certified interior designer;
3. The certificate number and title: New Jersey Certified Interior Designer; and
4. The date when signed.

(d) Other information may appear with or within the title block provided that the name of the certified interior designer is readily discernible from the other information on the document.

13:27-9.9 Replacement and duplicate certificates

(a) Each certification number and certificate containing such certification number issued by the Board to a certified interior designer shall remain the property of the State of New Jersey. If the Board suspends, fails to renew, or revokes a certification, the certificate holder shall immediately return all certificates to the Board and shall remove the certification number from all advertising and anything else on which the certification number is displayed or otherwise communicated.

(b) The Board shall issue a replacement certificate to a certified interior designer upon payment of the replacement certificate fee as set forth in N.J.A.C. 13:27-9.17 and receipt by the Board of an affidavit or certified statement attesting that the original was either lost, destroyed, mutilated or is otherwise no longer in the custody of and cannot be recovered by the certificate holder.

(c) The Board shall issue a duplicate certificate to a certified interior designer upon payment of the duplicate certificate fee as set forth in N.J.A.C. 13:27-9.17 and receipt by the Board of an affidavit or certified statement that the certified interior designer has multiple places of business in which the certificate holder must display a certificate. A certified interior designer may not possess more certificates than the number of places of business utilized by the certified interior designer.

13:27-9.10 Continuing education credit requirements

(a) For the purposes of this subchapter, a "continuing education credit hour" means a continuing education credit consisting of one 60-minute clock hour of an educational activity with no less than 50 minutes of instructional content within the hour.

(b) A certificate holder shall not be required to obtain continuing education credit hours during the first biennial renewal period in which the certificate holder first obtains certification. For each succeeding biennial renewal period, the certificate holder shall complete a minimum of 12 continuing education credit hours related to interior design

services. Of the 12 continuing education credit hours, at least six must concern health, safety and welfare issues related to interior design services.

13:27-9.11 Continuing education programs and courses

(a) The certificate holder may obtain continuing education credit as follows:

1. Seminars, conferences, courses and other programs offered for the purpose of keeping the certificate holder informed of advances and new developments in the profession and approved by the Interior Design Continuing Education Council (IDCEC): one hour for each hour of attendance;

2. Successful completion of interior design graduate course work from a program accredited by the CIDA or a substantially equivalent program as determined by the Committee in a manner consistent with N.J.A.C. 13:27-9.4(e) taken beyond that required for professional certification: a maximum of five hours for each course; or

3. Courses, programs or seminars offered or approved by the New Jersey Department of Community Affairs that are directly related to the practice of interior design: one hour for each hour of attendance.

13:27-9.12 Certification of compliance with continuing education requirements

(a) A certificate holder applying for certificate renewal as set forth in N.J.A.C. 13:27-9.5 shall confirm on the renewal application that he or she has completed the required continuing education during the preceding biennial period set forth in N.J.A.C. 13:27-9.10.

(b) Each certificate holder shall be subject to audit by the Committee and shall submit documentation of completed continuing education courses and programs upon request. Failure to provide requested documentation or falsification of any information submitted to the Committee may result in disciplinary action.

(c) Each certificate holder shall retain for a period of not less than five years continuing education documentation for each seminar, conference, course or other program including its title, a descriptive outline including the sponsor and names of presenters, and its description as prepared by the sponsor including dates and hours.

13:27-9.13 Waiver or modification of continuing education requirements

(a) The Committee, at its discretion and with the approval of the Board, may waive, extend or otherwise modify continuing education requirements on an individual basis for reasons of emergency or hardship, such as severe illness or disability which prevents attendance at or completion of continuing education, military service or other good cause as demonstrated by the certificate holder.

(b) Any certificate holder seeking a waiver, extension or modification of the continuing education requirements shall submit a request to the Committee in writing specifying the reasons for the waiver, extension or modification. The certificate holder shall also provide the Committee with such information as it may reasonably require in support of the request.

13:27-9.14 Rules of professional conduct

(a) If, in the course of his or her work on a project, a certified interior designer becomes aware of a decision taken by his or her employer or client, against the interior designer's advice, which violates applicable Federal, state, county or municipal building laws or regulations and which would, in the interior designer's exercise of reasonable judgment, materially and adversely affect the health, safety and welfare of the public, the interior designer shall notify the employer or the client of such consequences and such other public authority as may be appropriate in the situation.

(b) A certified interior designer may accept an assignment or employment requiring education or experience outside his or her field of competence, but only to the extent that the services are restricted to those phases of the project in which he or she may, without undue cost or hardship to the client, reasonably become qualified. All other phases of such project shall be performed by qualified associates, consultants, or employees in conformance with the statutes and rules governing their respective professions.

(c) A certified interior designer shall not affix a personal signature to any plan or document dealing with any subject matter in which there is a lack of competence by virtue of education or experience or to any such plan or document not prepared by the certified interior designer.

(d) A certified interior designer shall be completely objective and truthful in all professional reports, statements or testimony and shall include all relevant and pertinent information.

(e) When issuing any statement, criticisms or arguments on matters connected with public policy which are inspired or paid for by an interested party or parties, a certified interior designer shall preface such comment by explicit personal identification, by disclosing the identity of the party or parties on whose behalf he or she is speaking, and by revealing the existence of any pecuniary interest he or she may have in the instant matters.

(f) A certified interior designer shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to by, all interested parties.

(g) A certified interior designer shall not solicit or accept financial or other valuable considerations from material or

equipment suppliers for specifying their products unless such consideration is disclosed to the client.

(h) A certified interior designer shall not solicit or accept gratuities or anything of value not related to work performed, directly or indirectly, from contractors, their agents, or other parties dealing with his or her client or employer in connection with work for which he or she is responsible.

(i) When in public service as a member, advisor or employee of a governmental body or department, a certified interior designer shall not participate in considerations or actions with respect to services provided by the individual or the individual's professional organization in private practice.

(j) A certified interior designer shall not solicit or accept a contract from a government body on which a principal or officer of his or her organization serves as a member.

(k) A certified interior designer shall not offer to pay, either directly or indirectly, any commission, political contribution, gift or other consideration in order to secure or retain work, exclusive of securing positions through employment agencies.

(l) A certified interior designer shall not falsify or permit misrepresentation of academic or professional qualifications. A certified interior designer shall not misrepresent or exaggerate degrees of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures or past accomplishments with the intent and purpose of enhancing his or her qualifications and work.

(m) A certified interior designer shall not knowingly associate with or permit the use of a personal name or firm name in a business venture by any person or firm which he or she knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature or is otherwise engaging in unlawful activities.

(n) All advertisements of certificate holders which make specific reference to service as an "interior designer" shall list the name and certificate number of the certified interior designer. If the certificate holder conducts the practice under a corporation or trade name, the advertisement may list the business name under which the practice is conducted but shall also conspicuously disclose the name and certificate number of at least one certificate holder who is a principal in the business entity. For the purposes of this subsection, "advertisement" means any communication in which interior design services are offered or by which the availability of interior design services is made known to the public including, but not limited to, newspaper, periodical, journal, flyer, professional stationery, telephone directory, billboard, sign (other than a sign used only for identification purposes at the business premises), radio, telephone for the purpose of

solicitation, television, Internet, or any other print or electronic media.

1. A certified interior designer whose advertisement or listing in a telephone directory or other consumer information directory does not comply with this requirement shall immediately notify the directory publisher of the additional data, which shall be published in the next available directory in which the certified interior designer intends to continue such advertisement or listing. The certificate holder, personally or through the business entity, shall retain a copy of the notification which shall be made available for inspection at the Board's request.

2. A certified interior designer who is not a principal in the business entity for which he or she works shall notify the proper personnel in the business entity of the requirements of this section. The certificate holder shall retain a copy of the notification which shall be made available for inspection at the Board's request. The Board may take such notification into account under certain circumstances where advertising by a business entity is in violation of this section.

(o) If a certified interior designer has knowledge or reason to believe that another person or firm may be in violation of any of these rules, the certified interior designer shall present such information to the Board in writing and shall cooperate with the Board in furnishing such further information or assistance as may be required by the Board.

(p) A certified interior designer shall cooperate fully with the Committee and the Board and shall respond to all requests for information and documentation in a timely and truthful manner.

13:27-9.15 Prohibited titles for non-certified persons

(a) Any individual who is not a certified interior designer may advertise and offer services to the public provided that the description of the advertiser's title and services conforms to the requirements of (b) below.

(b) An individual who is not a certified interior designer shall not use any title in this State or any other title, designation, sign, card or device indicating that such person is a certified interior designer. For example, an individual who is not a certified interior designer may not use the following titles or description of services:

1. Certified Interior Designer;
2. Licensed Interior Designer;
3. Registered Interior Designer;
4. C.I.D.; or
5. Certified Interior Design.

(c) The titles and descriptions listed in (b) above are not all-inclusive.

13:27-9.16 Notification of change of address; service of process

(a) A certified interior designer shall notify the Board in writing of any change from the address registered with the Board and shown on the most recently issued certificate. Such notice shall be sent to the Board by certified mail, return receipt requested, not later than 30 days following the change of address. Failure to notify the Board of any change of address may result in disciplinary action.

(b) Service of an administrative complaint or other Board initiated action at a certificate holder's address on file with the Board shall be deemed adequate notice when service by certified or regular mail is acceptable and shall allow the commencement of any disciplinary proceedings.

13:27-9.17 Fee schedule

(a) The following fees shall be charged by the Board for interior designer certification matters. Unless otherwise provided herein, all fees are nonrefundable.

1.	Application fee:	\$125.00
2.	Initial certification fee	
	i. If paid during the first year of a biennial renewal period	\$160.00
	ii. If paid during the second year of a biennial renewal period	\$80.00
3.	Biennial renewal fee - active status	\$160.00
4.	Biennial renewal fee - inactive status	(to be determined by Director by regulation)
5.	Late fee	\$50.00
6.	Reinstatement fee	\$100.00
7.	Duplicate or replacement certificate fee	\$25.00
8.	Verification of certification	\$25.00